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ABSTRACT

An analysis of survey responses from a sample of operating room technicians on competency characteristics for their occupation is presented in this document. (Operating room technician is one of seventeen occupation groups included in this research.) The competencies are reported in five categories: (1) those competencies selected by the respondents from a list of 720 health occupations competencies; (2) the percentage rate which respondents reported practicing the competency item; (3) type of competency (indicated as the performance of a physical skill or action, or an understanding or mental comprehension); (4) use frequency (daily, weekly, monthly); and (5) training needed to achieve proficiency in that competency (formal instruction, demonstration, on-the-job). (The final report of the survey is available as CE 018 899. Survey results for the other occupational groups are also available--see CE 018 900-916.) (JH)

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Common Intra-Cluster Competencies Needed in Selected Occupational Clusters

Supplemental Volume XIII: Operating Room Technician

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Forward

This volume contains detailed competency characteristics collected in the vocational education research project entitled "Common Intracluster Competencies Needed in Selected Occupational Clusters - Health Occupations".

The information herein summarizes the responses of one of the seventeen occupational groups included in the research. The study included 720 individual competency items, both skills and understandings, which were presented to a sample of health occupation employees in Iowa and/or the central states area.

The data included in this volume summarizes the responses by those surveyed in the occupation listed on the cover.

Description of the Data

Essentially five competency characteristics are presented on the pages that follow. The total number of respondents to the survey is indicated following the table heading in the format N=__. Those characteristics include:

1. Competencies reported by respondents -

   The first column is a list of the competencies reported by respondents. Each competency carries the item number from the comprehensive listing utilized in the research process and as presented in the main report. Competencies not reported by respondents were not included to preserve space.

2. Practice rate -

The second column presents the percentage rate which respondents reported practicing the competency item. Practice rates of fifteen percent or less are indicated by an asterisk (*) and lack additional characteristic percentage computations because of their small cell size.

The remaining three competency characteristics represent responses of those who indicated that they practiced the competency.

3. Type of competency -

Columns three and four indicate the percentage of the type of competency which respondents indicated characterized the nature of their activity. An "S" indicates the performance of a physical skill or physical action, while a "U" reflects that an understanding or mental comprehension only was needed for the competency. (See the Glossary in the main report for working definitions of skill and understanding).

4. Use frequency -

Distribution of the percentage of frequency which competencies were practiced, for those who reported possession of them, is presented in columns five, six, and seven. "D" in column five represents a competency exercised daily, "W" in column six represents a weekly frequency, while "M" in column seven reflects monthly or less frequent practice.

5. Training needed -

The final three columns summarize the percentage distribution of the nature of training which respondents felt was necessary to achieve proficiency in the competency. The "I" in column eight represents formal instruction, such as would be presented in an academic setting. A "D" (column nine) indicates that a demonstration of how to perform the competency is all that is needed to achieve proficiency, while "E" in column ten indicates that on-the-job exposure is adequate for developing the competency.

Rounded, whole-number percent figures were used in the preparation of this report, since the findings were considered to represent trends more than finite characteristics. Multiple column computations were forced to total 100 percent by the rounding process except for those items where equal numbers in each of three columns were reported. In those cases the total of 99 percent reflects all responses reported.

Using the Data

Possible uses and applications of the data are presented in the main body of the research report. The material presented in this supplementary volume will be of most value to those concerned solely with the occupational field which is treated herein.

Competency Characteristics Reported by OPERATING ROOM TECHNICIAN (by percent) N=37

Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
1. Seek guidance to improve performance in patient care.	74	41	59	59	6	35	24	41	35
2. Participate in/conduct demonstrations of procedures and equipment (in-service).	71	60	40	10	30	60	30	60	10
3. Orient new personnel to unit facilities, routines and other personnel.	83	84	16	32	11	57	5	37	58
4. Advise health professionals on the technicalities and procedures involved in operating special equipment.	57	50	50	25	25	50	25	50	25
5. Practice established routines and policies of the health care facility.	74	82	18	100	0	0	32	27	41
6. Supervise subordinates within the health care facility.	43	17	83	50	0	50	33	17	50
7. Give "on the job" instruction.	74	71	29	41	18	41	24	24	52
8. Advise staff concerning medical jurisprudence.	*								
9. Develop criteria for the selection of records for review and retention.	22	40	60	20	20	60	60	20	20
10. Establish work priorities and schedule work assignment.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
11.	Identify operational deficiencies and recommend corrections.	74	47	53	35	18	47	19	13	68
12.	Evaluate subordinate employee performance.	*								
13.	Develop job description.	39	45	55	29	0	71	67	25	8
14.	Consult with health professionals on purchasing/ constructing/using special appliances.	*								
15.	Interview/evaluate/hire prospective personnel.	17	50	50	33	0	67	100	0	0
16.	Maintain standards of employees' personal hygiene as related to job performance.	43	33	67	66	17	17	66	17	17
17.	Insure that all subordinates are on duty.	*								
18.	Attend and participate in staff meetings.	43	50	50	0	33	67	20	20	60
19.	Develop policies and establish departmental procedures.	39	44	56	0	0	100	37	0	63
20.	Inform personnel of new or changed policies and procedures.	50	14	86	14	14	72	33	17	50
21.	Provide liaison between doctor and other professional associates.	39	11	89	78	0	22	44	12	44
23.	Coordinate work schedules with other departments.	17	0	100	50	0	50	25	50	25

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	O	E
24.	Teach special procedures to department members/ students/health care professionals.	50	86	14	29	29	42	14	14	72
25.	Teach safety techniques as needed.	65	40	60	53	0	47	46	8	46
27.	Inform personnel of potential hazards in their working areas.	65	33	67	50	0	50	31	8	61
28.	Demonstrate tact in giving and withholding information concerning patient care/operations of the health care facility.	57	25	75	37	0	63	37	25	38
29.	Represent the department and facility at community meetings.	30	71	29	17	0	83	33	50	17
30.	Attend meetings and participate in community activities related to doctor's practice.	21	0	100	0	0	100	100	0	0
32.	Assist in the orientation of volunteers, students, and new staff.	57	25	75	0	13	87	14	43	43
33.	Recommend materials to be used in training volunteers.	35	25	75	0	0	100	75	0	25
36.	Conduct tours of facilities.	*								
38.	Inventory, sign for, and place patient's personal possessions in safe place.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
39.	Assist patient with personal hygiene and grooming.	17	75	25	25	0	75	25	50	25
40.	Assist patient in and out of bed.	79	91	9	70	10	20	8	27	65
41.	Assist patient in walking.	*								
42.	Transport patient on stretcher/wheelchair.	93	92	8	77	15	8	8	42	50
44.	Assist patient in use of commode, urinal or bedpan.	57	100	0	13	0	87	14	29	57
45.	Explain discharge diet instructions to patients on order from physician.	*								
46.	Assist in resolving patient complaints.	29	0	100	25	50	25	67	0	33
47.	Obtain signature on various patient/family consent forms.	30	57	43	43	0	57	57	29	14
51.	Obtain information from patient/family.	35	62	38	62	0	38	25	12	63
53.	Receive patient, explain tests and procedures to them and ally their fears.	48	45	55	64	9	27	45	10	45
54.	Attend to patient's comfort before, during, and after examination/tests/treatment.	64	78	22	56	11	33	33	11	56
56.	Explain post-operative instructions to patient.	43	33	67	67	0	33	50	17	33

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
63.	Assist in establishing a comfortable relationship between the patient and the health care professional.	48	36	64	73	0	27	9	18	73
64.	Observe negative/positive physical and emotional responses to treatments, medications, nursing care, etc.	50	14	86	71	0	29	50	0	50
65.	Interpret patient's signs, symptoms, behavior, etc.	61	50	50	71	0	29	50	7	43
67.	Observe patient's general physical condition, appearance, and behavior.	70	38	62	94	0	6	38	0	62
68.	Observe, measure, and record patient fluid intake/output.	36	60	40	40	0	60	0	60	40
69.	Record and chart vital signs, height, weight, and/or other conditions as directed by health care professional.	*								
71.	Follow established admitting procedures.	17	50	50	100	0	0	50	25	25
72.	Maintain a use record on special equipment.	21	33	67	33	33	33	0	100	0
79.	Obtain charts of patients for whom information is requested.	35	87	13	87	0	13	25	37	38
86.	Maintain surgeons'/physicians'/disease and operation indexes.	29	25	75	25	0	75	25	25	50

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
88.	Obtain physician's record of medical information and signature on certificate.	*								
92.	Prepare requisitions	36	40	60	40	20	40	0	60	40
93.	Handle telephone calls.	65	67	33	67	0	33	13	13	74
105.	Receive and organize handling of medication samples.	17	75	25	50	0	50	0	50	50
111.	Maintain catalogs of supplies and equipment.	17	100	0	25	0	75	25	25	50
115.	Follow established procedure in filing incident reports.	65	60	40	13	0	87	27	46	27
118.	Receive and record physician's verbal orders.	21	67	33	67	0	33	67	0	33
120.	Follow established procedures for processing authorization/accident report forms (autopsy, surgery, diagnostic tests, discharge forms).	*								
121.	Apply restraints.	39	89	11	33	0	67	0	33	67
122.	Adjust side rails and height of bed.	79	100	0	55	9	36	9	55	36
123.	Open sterile packages and packs.	91	100	0	100	0	0	52	29	19
124.	Make patient's bed occupied/unoccupied.	43	100	0	33	0	67	0	67	33
125.	Use overbed cradles.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
127.	Use footboards.	48	82	18	20	10	70	18	45	37
128.	Turn and place patient in correct body alignment.	50	100	0	57	14	29	29	29	42
129.	Use sheepskins, lambswool pads.	22	80	20	20	0	80	0	40	60
131.	Use trochanter rolls, sandbags.	61	93	7	21	14	65	21	43	36
133.	Use air rings, doughnuts.	30	86	14	0	14	86	29	29	42
137.	Irrigate rectum (enema).	17	100	0	25	0	75	0	0	100
138.	Empty drainage bottles and bags.	71	70	30	40	20	40	0	40	60
139.	Assist with/apply T, straight, scultetus breast, and triangular (sling) binders.	39	100	0	33	11	56	33	22	45
140.	Assist with/apply ace bandages and elastic stockings.	64	78	22	20	30	50	30	30	40
151.	Evaluate adequacy of work space.	26	100	0	67	0	33	17	17	66
153.	Receive specimen from patient, record pertinent data on container, and place in proper storage.	57	85	15	85	7	8	50	17	33
155.	Improvise or modify equipment for special requirements.	57	85	15	38	15	47	31	8	61

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
163.	Know and apply basic first aid techniques including artificial respiration and cardiac resuscitation.	83	84	16	11	4	85	79	10	11
165.	Know the function of and be able to apply this knowledge to the use of special beds and frames.	74	82	18	19	0	81	56	25	19
166.	Set up/assist with surgical procedures.	86	83	17	100	0	0	67	0	33
167.	Recognize the need to redo a cast.	43	70	30	30	0	70	40	10	50
168.	Set up and adjust traction equipment for use by patient.	21	67	33	0	0	100	67	0	33
169.	Check limb braces for function, comfort and fit. Adjust them as necessary.	17	100	0	25	0	75	25	50	25
171.	Set up and assist with the use of various fracture tables.	87	100	0	35	25	40	25	35	40
173.	Apply simple casts and splints.	52	100	0	58	0	42	16	42	42
175.	Be familiar with various orthopaedic operative procedures and the equipment these procedures require.	100	74	26	61	17	22	61	13	26
176.	Use a cast cutter and other related tools.	43	100	0	17	33	50	50	33	17

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
177.	Serve as a surgical technician for general surgical/orthopaedic cases.	91	90	10	77	5	18	74	16	10
178.	Set up the complete surgical "back table" and "Mayo stand."	93	92	8	92	0	8	54	8	38
180.	Take and process X-rays.	*								
181.	Practice patient and operatory safety measures and radiation.	43	70	30	80	0	20	60	20	20
182.	Administer intravenous fluids, blood, etc.	*								
183.	Deliver and receive instruments at chairside.	26	100	0	83	0	17	50	33	17
184.	Adjust voltage, amperage, and timer of X-ray machine.	*								
195.	Prepare setup for prosthetics.	17	75	25	25	0	75	25	25	50
200.	Prepare non-carpule hypodermic syringe for injection of medications.	21	100	0	33	33	33	67	33	0
204.	Receive and preserve biopsy specimens.	43	83	17	67	17	16	33	17	50
217.	Recognize and identify various types of dental instruments and equipment.	39	44	56	11	11	78	56	33	11
225.	Check records (charts) for deficiencies.	30	86	14	86	0	14	71	14	15

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
229.	Code diseases and operations using prescribed classification system.	*								
232.	Notify physicians concerning incomplete records.	*								
235.	Change discs, belts, or tapes on recording equipment.	*								
237.	Recommend policies for departmental functions.	22	60	40	20	0	80	20	20	60
257.	Exchange bur/mandrel/mounted/stone diamond in dental handpiece.	17	100	0	0	25	75	25	75	0
371.	Remove/prepare surgical periodontal packs.	*								
404.	Exercise precautions in administering and handling potentially dangerous agents.	21	100	0	33	33	33	33	33	33
405.	Make recovery anesthetic bed.	35	87	13	37	25	38	12	63	25
406.	Apply and remove braces.	*								
407.	Administer nasogastric.	*								
408.	Regulate intravenous fluids.	21	100	0	25	25	50	33	0	67
409.	Irrigate bladder/colostomy/wound.	30	100	0	14	14	72	29	29	42

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
410.	Instill solutions into bladder/wound.	36	100	0	40	20	40	40	20	40
411.	Connect catheters and tubing to drainage.	70	94	6	38	25	37	38	37	25
412.	Check and maintain drainage tubing with/without suction.	21	67	33	67	0	33	0	0	100
413.	Insert urinary catheters.	35	87	13	43	0	57	63	0	37
414.	Assist with/apply rib belts.	29	75	25	25	0	75	0	25	75
415.	Apply hot water bottle, hot and cold packs, hot and cold soaks, hot and cold compresses, cold ice bag.	*								
416.	Administer sitz, tepid, and alcohol baths.	*								
417.	Apply thermal blanket.	22	40	60	0	0	100	0	60	40
418.	Give oral medications.	*								
419.	Do cultures (nose, throat,wound).	35	87	13	38	37	25	25	25	50
420.	Assist personnel in giving nursing care.	43	83	17	50	17	33	17	33	50
441.	Assist in obtaining smears.	26	100	0	0	17	83	33	50	17
442.	Assist in obtaining tissue specimens.	43	83	17	83	0	17	33	33	33
443.	Use sterilization color indicators to test sterilizer.	39	89	11	78	11	11	11	22	67

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
444.	Handle and store sterilized material to prevent contamination.	43	50	50	100	0	0	67	0	33
445.	Assist physician during EKG test.	*								
446.	Monitor EKG graph for abnormal or erratic tracings.	*								
447.	Mount EKG graph on card.	*								
448.	Operate EKG machine.	*								
449.	Prepare a tray for routine/special procedures.	35	100	0	75	12	13	63	12	25
452.	Describe the nature of patient's illness or injury.	21	0	100	100	0	0	33	0	67
455.	Assist physician in performing scratch/patch test.	*								
456.	Assist physician in performing a cervical cauterization.	64	89	11	0	45	55	45	22	33
457.	Assist physician in application of cast.	65	100	0	27	20	53	40	20	40
587.	Load and unload film units.	*								
589.	Prepare contrast media such as barium sulphate.	*								
590.	Administer radiopaque preparations.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
591.	Take X-rays (dental/abdominal/spinal/chest/ etc.).	*								
592.	Take X-rays of ribs and sternum, extremities.	*								
593.	Operate image itensifier fluroscopic units.	*								
595.	Assist with cerebral angiograms, bronchiograms, arthrograms, hysterosalpingograms.	26	100	0	17	17	66	67	0	33
596.	Assist with laminograms, mammograms, chlogiograms, intravenous pyelograms and Iv's.	*								
597.	Assist with sialograms, scanograms, pneumoencephalograms, urographic studies.	*								
598.	Assist with upper GI series, stereoscopic X-rays, ventricueograms.	*								
599.	Assist with X-rays for cholecystographic studies.	35	100	0	12	25	63	50	12	38
600.	Assist with X-rays for contrast studies of large bowel or colon and esophagus.	*								
601.	Assist with X-rays of small intestine, pelvimetric studies.	22	100	0	60	0	40	60	0	40
608.	Administer oxygen by mask, tent, nasal devices, incubator.	29	75	25	25	0	75	0	50	50

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
610.	Perform artificial respiration.	36	80	20	0	0	100	60	20	20
615.	Use detergents as directed.	65	100	0	100	0	0	33	33	33
621.	Mix and measure drug doses.	30	71	29	14	29	57	86	14	0
622.	Recognize expected reactions to treatment.	21	0	100	33	0	67	33	0	67
623.	Recognize complications of adverse reactions to treatments.	22	80	20	20	20	60	80	0	20
624.	Minimize hazards throughout the health care facility.	29	50	50	75	0	25	75	0	25
625.	Arrange equipment for convenient and safe use.	57	92	8	92	8	0	46	23	31
627.	Accurately measure body temperature and read clinical thermometer for oral, rectal and axillary temperature.	35	75	25	37	0	63	63	25	12
628.	Operate and adjust examining tables.	43	83	17	33	0	67	17	33	50
629.	Instill solutions into eye, ear, nose.	22	80	20	40	20	40	60	20	20
630.	Prepare medications.	21	100	0	0	67	33	33	0	67
631.	Read cardiac monitors.	22	80	20	60	20	20	80	0	20
632.	Read fetal monitors.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
633.	Understands cause and prevention of decubitt.	48	45	55	45	0	55	55	18	27
634.	Knows routine for fire in patient area and demonstrates knowledge of procedures for securing the building and reassuring and aiding patients.	50	29	71	33	0	67	29	29	42
635.	Has an understanding of fire prevention and control.	83	26	74	72	0	28	58	21	21
644.	Check patients with respiratory problems for open airways.	*								
645.	Immediately report deviations of patient's vital signs from the normal.	26	50	50	67	17	16	100	0	0
646.	Follow procedures in care of isolated patients.	21	67	33	0	33	67	33	33	33
647.	Instruct patient with regard to collection of specimen (fecal, urine, eye, nose, throat).	17	50	50	75	0	25	100	0	0
648.	Prepare, instruct and assist patient during EKG test.	*								
651.	Direct patient to project completion by praise and encouragement.	22	40	60	80	0	20	25	0	75
656.	Cut and remove sutures postoperatively.	29	100	0	25	0	75	0	25	75
657.	Apply coagulants or administer hemo-statics.	22	80	20	40	20	40	80	20	0

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
665.	Remove fecal impactions.	*								
667.	Suction patient's nose/throat passage.	43	90	10	30	30	40	40	0	60
671.	Position, gown/drape patient.	78	94	6	100	0	0	67	22	11
672.	Prep patient using correct procedures and solutions.	79	100	0	55	9	36	45	18	37
673.	Prepare patient for skeletal traction.	30	86	14	43	14	43	71	14	15
677.	Assist with oral surgery procedures.	65	87	13	13	27	60	53	13	34
678.	Aspirate during oral surgery.	57	100	0	12	13	75	25	37	38
679.	Assist with the administration of local anesthetics.	70	88	12	44	19	37	50	25	25
685.	Dispense medications when ordered by health professional.	22	80	20	20	20	60	40	0	60
687.	Apply hand mallet in surgical procedures.	43	80	20	50	10	40	50	20	30
688.	Deliver/remove equipment/supplies from contaminated room.	57	87	13	12	50	38	25	50	25
689.	Dispose of contaminated materials and equipment.	83	84	16	47	16	37	58	21	21
690.	Change soiled linen and clothes.	64	67	33	44	22	34	11	33	56

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
691.	Clean patient unit furniture.	30	71	29	50	0	50	29	29	42
692.	Clean and maintain service area and equipment within area of responsibility.	86	83	17	92	0	8	25	17	58
693.	Order/inventory and store equipment and supplies.	52	83	17	42	33	25	8	25	67
695.	Verify performance of instruments/devices against manufacturuer's specifications.	43	70	30	50	0	50	30	30	40
696.	Determine if equipment needs repair.	71	20	80	60	20	20	30	10	60
697.	Schedule/perform maintenance on equipment.	39	78	22	56	0	44	33	22	45
698.	Store/handle radioisotopes safely.	*								
699.	Safely dispose of radioactive wastes.	*								
701.	Properly store traction equipment.	48	64	36	27	18	55	10	45	45
702.	Clean, sharpen and maintain instruments/equipment as required.	71	70	30	90	10	0	30	30	40
705.	Establish and maintain chain of antisepsis.	78	78	22	94	6	0	67	16	17
706.	Prepare instruments for sterilization (chemical, autoclaving, dry heat).	79	91	9	100	0	0	36	28	36

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
707.	Sterilize instruments (chemical, autoclaving, dry heat).	87	80	20	100	0	0	70	15	15
708.	Inspect all areas and rooms for proper housekeeping, temperature, and adequate supplies.	71	60	40	90	0	10	10	50	40
709.	Clean and polish removable appliances.	30	71	29	83	17	0	29	42	29
711.	Check and record temperatures of appliances/ equipment.	26	100	0	50	33	17	17	50	33
712.	Store/dispose of used blood containers and pilot tubes.	*								
713.	Check invoices against purchase orders.	26	83	17	33	33	33	0	33	67
714.	Organize storage areas for equipment, supplies, drugs.	43	83	17	50	17	33	0	50	50
715.	Evaluate the effectiveness of sanitizing chemicals and sprays used.	22	40	60	75	25	0	60	0	40
717.	Check radiation monitoring badges.	17	50	50	0	0	100	50	50	0
719.	Follow procedures for control and security of medical supplies, drugs, equipment.	57	54	46	85	7	8	31	23	46